MyCalPAYS

21$^{\text{ST}}$ CENTURY PROJECT

BUSINESS TRANSFORMATION COUNCIL CHARTER

October 23, 2009

V 1.0

REVISION HISTORY			
REVISION #	**DATE OF RELEASE**	**OWNER**	**SUMMARY OF CHANGES**
1.0	October 23, 2009	TFC-PMO	Final
	March 23, 2009	TFC-PMO	Project Restart

APPROVALS	
NAME / ROLE	**DATE**
TFC Steering Committee	

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1 Purpose

This charter establishes the Business Transformation Council (BTC) for the 21st Century Project (TFC Project) and describes its objectives, functions, membership, and sessions. The BTC is a component of the TFC Governance Plan, which further describes the inter-relationship of the three governance bodies and the Project's decision-making and escalation processes.

2 Authority

The BTC is chartered by the Steering Committee.

3 Mission

The BTC is a broad-based advisory council whose mission is to aid in the statewide adoption of MyCalPAYS and related changes to business processes and regulations.

4 Objective

The BTC provides guidance to the Project on key business-related issues that affect the State payroll and human resources (HR) operations as part of the transition to MyCalPAYS. It strives for innovation in business and supports best practice optimization. As a result, it may recommend changes to State business processes and regulations. Members serve as champions for the TFC Project within the organizations, committees and forums of which they are members, particularly in the areas of business process or organizational changes that will generate increased efficiency statewide.

5 Functions

The objective is carried out by performing the following functions:

- Conducting quarterly and as-needed meetings, to provide recommendations on proposed changes in key HR Management System (HRMS)/Payroll processes, applying the Guiding Principles listed in the Project Charter
- Working to change business processes or regulations that would prevent full adoption of recommended HRMS/Payroll solutions
- Escalating issues for resolution to the TFC Steering Committee, if necessary

6 Membership

Members include all Agency Secretaries, the State Chief Information Office (CIO), HR representatives, department CIO, Chief Administrative Officer (CAO) and Chief Human Resources (CHR) members representing small, medium, and large departments, representatives of six standing committees that address HR issues, and the TFC Project Leadership Team, as further detailed in Appendix A - Members. A member may appoint a permanent designee who has authority to represent the member, at no lower than a Staff Services Manager III level. Others may be invited to attend to provide subject matter expertise.

7   Sessions

7.1   Schedule

The BTC meets quarterly, or as needed. Special meetings may be linked to the completion of key milestone dates, such as the end of a phase, or to address a critical issue. Expected member time commitment, for preparation, a one to two hour meeting, and briefing of constituents following the meeting, is approximately one day per quarter.

7.2   Agenda

The Chief PPSD and the TFC Project Manager (or designee) co-chairs the meetings. A typical agenda includes some or all of the following topics:

- Approve minutes and review status of action items from previous meeting(s)
- Report status since the last meeting
- Discuss the outcome of any issues previously escalated to the Steering Committee
- Discuss new business issues facing the TFC Project
- Review new action items
- Confirm date, time and venue for next meeting

7.3   Recommendation Process

Members attempt to achieve consensus of those present on recommendations, taking into consideration the multiple perspectives represented on the Council. In the interest of time, when consensus cannot be achieved during the meeting, the majority and dissenting opinions are noted in the minutes. If the BTC is sharply divided on a significant issue, the group may decide to escalate the issue to the Steering Committee. Within their constituencies, members agree to support the decisions reached by the BTC.

The State Controller reserves the right to assert final authority over any recommendation that would diminish or interfere with the constitutional duties of the State Controller.

7.4   Issue Escalation

The BTC escalates to the Steering Committee those issues that meet the following criteria:

- A recommendation that is likely to result in a change to the Project's scope, schedule or cost
- A significant issue upon which the BTC is sharply divided
- A recommendation to change a state business process or regulation for which higher level support is needed

7.5   Meeting Support

Members of the Organizational Change Management team work with the TFC Project Manager to set the agenda and prepare materials. The OCM unit maintains the BTC Roster, schedules meetings, distributes materials, provides a scribe, tracks action items, and posts minutes.

The meeting agenda, status briefing, and any issues or change requests to be reviewed during the meeting are distributed at least three business days before the meeting. Minutes are distributed by email to all members within one week of the meeting and a copy is posted on the project website.

8   Termination
The BTC will remain in existence until disbanded by the Steering Committee.

Appendix A - Members

- State Controller's Office, TFC Project Leadership:
  - SCO PPSD Chief (Co-Chair)
  - TFC Project Manager (Co-Chair)
  - TFC Project Director
  - TFC Manager Organizational Change Management
  - TFC Chief Business Operations

- State Chief Information Officer, Office of the Chief Information Officer
- State Personnel Board Representative
- Department of Personnel Administration Representative
- Delegates representing the Secretary or Director of the following agencies:
  - Business, Transportation and Housing
  - Department of Corrections and Rehabilitation
  - Education
  - Environmental Protection
  - Department of Finance
  - Department Food and Agriculture
  - Health and Human Services
  - Labor and Workforce Development
  - Natural Resources
  - Service and Volunteering
  - State and Consumer Services
  - Department of Veterans Affairs

- Emergency ManagementDepartment Chief of Administration Officers (CAO) representing:
  - California Energy Commission
  - State Public Defender
  - Department of Alcohol and Drug
  - Board of Equalization
  - Department of General Services
  - Department of Rehabilitation
  - Franchise Tax Board
  - Department of Corrections and Rehabilitation
  - Forestry and Fire Protection

- Department Chief Information Officers (CIO), selected by the Project to represent small, medium and large departments:
  - California Integrated Waste Management Board (small)
  - Department of Water Resources (medium)
  - Department of Transportation (large)

- Designated representatives of the following standing committees:
  - AdHoc Committee on Personnel (AdHoc)–Department Personnel Officers
  - Small Personnel Information Network (SPIN) –Various Personnel Managers
  - Transactions Supervisors Forum – Department Personnel Supervisors
  - Personnel/Payroll Review Committee (PPRC) - Supervisors, staff at various levels
  - Enterprise Leadership Council – Agency Secretaries
  - Admin Deputy Ad Hoc Committee – Chief Administrative Officers